# PATHWAYS CENTER



Are You Resource Ready?

**Balancing Act** 

**Academic Support** 

Tuesday, May 23rd

Tuesday, April 25th

### **Spring 2017**

1:00pm to 2:00pm

11:00am to 12:00pm

**Hours** Mon, Wed, Thu: 8am to 5pm Tuesday: 8am to 6:30pm Friday: 8am to 12pm

T-Building (TBG), Room 226

<b>Building Mutual Respect for Success</b>	Thursday, May 18th	2:30pm to 4:00pm	(360)-992-2747 pathways@clark.edu		
Choosing a Business Admin Program	Thursday, May 25th	11:00am to 12:00pm			
Emergency Preparedness	Thursday, May 4th	11:00am to 12:00pm	Technology Skills		
Get the Most Out of Group Work	Monday, April 24th	1:00pm to 2:00pm	Canvas Basics	Thursday, April 20th	11:00am to 12:00pm
Graduation & Next Steps Info Session	Tuesday, April 18th	11:00am to 12:00pm			2:30pm to 3:30pm
How to Manage Your Time	Monday, May 22nd	11:00am to 12:00pm		Monday, June 12th	11:00am to 12:00pm
Intro to College 101	Monday, May 1st	2:30pm to 3:30pm	Computer Basics	Monday, April 17th	11:00am to 12:00pm
Intro to WAMAP	Monday, April 17th	2:00pm to 3:00pm		Tuesday, May 2nd	2:30pm to 3:30pm
Making SMART Goals	Wednesday, May 3rd	11:00am to 12:00pm	Gmail Basics	Monday, May 15th	11:00am to 12:00pm
Meet the Coaches	Tuesdays	Varies Monthly		Thursday, June 8th	2:30pm to 3:30pm
Financial Aid 101	Wednesday, May 10th	11:00am to 12:00pm	Google Drive	Monday, May 15th	2:30pm to 3:30pm
Una Charla Sincera Entre Lantinos	Tuesday, May 9th	11:00am to 12:00pm	Google Docs	Tuesday, May 16th	11:00am to 12:00pm
What Do My Grades Mean?	Monday, May 8th	11:00am to 12:00pm	Google Slides	Tuesday, May 16th	2:30pm to 3:30pm
		2:30pm to 3:30pm	Google Sheets	Wednesday, May 17th	11:00am to 12:00pm
Job Readiness			Microsoft Office Basics	Tuesday, May 30th	11:00am to 12:00pm
How to Use Career Coach	Wednesday, June 7th	11:00am to 12:00pm	MS Excel Basics	Thursday, June 1st	11:00am to 12:00pm
Intro to Dependable Strengths	Monday, June 5th	11:00am to 12:00pm	MS PowerPoint Basics	Wednesday, May 31st	2:30pm to 3:30pm
	Thursday, June 15th	2:30pm to 3:30pm	MS Word Basics	Wednesday, May 31st	11:00am to 12:00pm
Intro to Public Speaking	Wednesday, April 26th	11:00am to 12:00pm	One Drive Basics	Tuesday, May 30th	2:30pm to 3:30pm
Intro to Public Speaking: ESL Session		12:00pm to 1:00pm	Saving with Google	Wednesday, May 17th	2:30pm to 3:30pm
Looking Ahead: Life after GED/HS21	Thursday, May 11th	11:00am to 12:00pm	Student Email Basics	Wednesday, April 19th	11:00am to 12:00pm
Resume Basics	Wednesday, May 14th	11:00am to 12:00pm			2:30pm to 3:30pm
Young, Brown, & Talented	Wednesday, May 24th	11:00am to 12:00pm	What is eLearning?	Thursday, April 27th	10:00am to 11:00am

The Pathways Center provides support services that aid in the retention, completion, and transition of Transitional Studies students by offering activities, workshops, and connections to college and community partners so that students can achieve their personal, academic, and professional goals.

## Pathways workshops are free and open to all levels of learning including CAP, ESL, & college level students.

We also welcome community members, staff, and faculty.

#### **Academic Support**

<u>Are You Resource Ready?</u>: Get connected to resources to support your meeting your academic and career goals!

<u>Balancing Act</u>: Create a clear plan for balancing different priorities like kids, family, school, work, finding work, and making time for self care.

<u>Building Mutual Respect for Success:</u> Building empathy and consideration in the age of digital communication.

<u>Choosing a Business Admin Program</u>: Learn about the degrees and certificates Clark College offers to support your goals.

<u>Emergency Preparedness</u>: An overview of college emergency procedures and sign up for RAVE alerts to your phone.

**Get the Most Out of Group Work**: Gain practical techniques to make group work fun.

<u>Graduation & Next Steps Info Session:</u> Are you graduating this quarter or year? Get information and plan your next steps with the help of Sara and Nicole.

<u>How to Manage your Time:</u> Get ahead of your priorities to reduce stress for success!

<u>Intro to College 101:</u> This workshop will provide a more in-depth overview of the importance of taking College 101 and what to expect from the class.

**Intro to WAMAP:** Learn how to do online homework and find course materials.

Meet the Coaches: Find out how Alison, Amanda, and Nicole can help you be successful

<u>Financial Aid 101</u>: Get all the information you need to know about student loans.

<u>Una Charla Sincera Entre Latinos</u>: Esto es una invitación a un taller y a una conversación honesta sobre como relacionarnos mejor en tiempos difíciles.

What Do My Grades Mean?: An overview of the college's Academic Standards Policy

#### **Technology Skills**

<u>Canvas Basics:</u> Log in and set up your Canvas account. Find your syllabus, modules, discussion boards, and how to contact your instructors.

Computer Basics: Learn the basics like keyboarding, saving your files and navigating the desktop.

**Gmail Basics:** Learn how to use and navigate, send emails, and personalize your student email.

Google Drive: Upload and store documents, folders, and pictures with your google account.

Google Docs: Write, edit, and save papers from any computer or device with internet.

**Google Slides:** Create cool visual presentations that you can access from any device with internet.

Google Sheets: Make tables and spreadsheets you can save to your Google Drive.

Microsoft Office Basics: Learn the universal functions of Microsoft Office programs.

<u>One Drive Basics</u>: Create your account and learn how to save documents to the cloud.

MS Excel Basics: Learn basic Excel functions like auto sum, formulas, and making tables.

MS PowerPoint Basics: An introduction to creating and developing visual presentations.

MS Word Basics: An introduction to creating and formatting documents.

<u>Saving With Google:</u> Learn how to use Google to save documents and access them anywhere.

<u>What is eLearning?</u>: Discover the realities of online learning to set yourself up for success.

#### **Job Readiness**

<u>How to Use Career Coach</u>: Learn how to use Career Coach to help you with your next job search, create a resume, and research careers and related majors.

<u>Intro to Dependable Strengths</u>: Discover how your good experiences highlight strengths you didn't know you had in this intro to the 3 day workshop series.

<u>Intro to Public Speaking</u>: Learn tools and tricks to manage anxiety and replace it with motivation and empowerment. Look for the session for ESL students!

<u>Looking Ahead: Life After GED/HS21+:</u> Discover the options for students to continue their education after completing the GED or HS21+.

**Resume Basics with Career Coach:** Use Career Coach to uncover your skills and create a resume.

<u>Young, Brown, & Talented: How to Get a Job</u>: Learn the art of networking, how to write jobwinning resumes, and effective interviewing techniques.

If you need accommodation due to a disability in order to fully participate in a Pathways Center event, you should contact Clark College's Disability Support Services Office at (360) 992-2314 or 360-991-0901 (vp) or visit Penguin Union Building (PUB) room 013, two weeks prior to the event.